

Office/Accounts Assistant

This is an outstanding opportunity to be part of the team in a dynamic and growing design consultancy.

The Office/Accounts Assistant will play an important role by providing clerical support to the finance and project teams and general administrative support to assist in the smooth running of the business.

Duties & responsibilities include:

- Generation of all sales invoices and processing of all purchase invoices.
- Preparation of all necessary monthly documentation for external accountant to process VAT return.
- To support our Project Managers with general clerical tasks as required.
- Maintenance of filing systems.
- Organising travel and accommodation for staff and clients as required.
- To ensure timely replenishment of all office consumables.
- To undertake office reception duties, both in person and on the telephone.

Key knowledge and attributes:

- 10+ years' experience of working as an office administrator.
- Good organisational skills, thorough and methodical.
- Ability to multi-task and manage deadlines.
- Ability to manage workload by prioritisation and to use own initiative.
- Have the skills and confidence to work across a range of individual styles and personalities from within the company and our client companies.
- Good verbal communication skills, including a pleasant and friendly telephone manner.
- Ability to write clearly and accurately.
- Have a real attention to detail.
- Have demonstrable experience of MS Office Word and Excel.
- Car Driver/Owner
- Non Smoker

Previous experience of working within a small business i.e. < 30 employees and experience of Sage and PowerPoint would be an advantage although not a pre-requisite.

This is a superb opportunity to contribute to the continuing growth of a forward thinking and successful SME and in return you can expect a competitive salary and pension contribution.

We are keen to employ someone who will give i4 long term commitment, someone who will play their part in a team effort in helping develop the company and in return sharing the rewards that this brings.

Email jobs@i4pd.co.uk quoting job reference 'Office/Accounts Assistant' and include the following;

- Your CV including references where possible.
- A covering letter briefly describing the contribution your skills & experience would bring to the team.
- Any other accompanying information that you feel is relevant.

Hours: 37.5 hours per week.

Holidays: 30 days (which includes public holidays).

Salary: £16,000 - £18,000 dependant on experience + 3% workplace employer pension contribution.